

**City of Lynchburg  
Capital Improvement Grant Program  
Policies**

Below are the approved guidelines/qualifications for distribution of capital improvement grants for businesses impacted by City construction projects. Eligible grant recipients are those who are retail entities (property owners/tenants) located within the City of Lynchburg who may be negatively impacted by a City construction project (excluding street paving) lasting for a period of 30 days or more, such that they experience a revenue decline directly attributable to reduced/restricted pedestrian or vehicle traffic flow. This grant period is effective for City construction projects from January 1, 2003 until June 30, 2004. The grant applications are evaluated on a point scale which gives consideration to the following priorities.

**Rating Scale**  
**0-3**

1. Proximity to the construction project
2. Intended use of funds improves the long-term business viability of the property owner or the retail tenant.
3. Funds used for exterior improvements to the property are in accordance with approved Design Guidelines:
  - Replace broken, tinted or boarded-up windows
  - Signage
  - Awnings
  - Paint or Façade repair/cleaning
  - Lighting
  - Landscaping
4. Funds used for interior improvements to the property:
  - HVAC
  - Lighting
  - Paint/wallcoverings
  - Retail fixtures/displays
  - Floor coverings
5. Funds used for upgrading a property to meet City Fire Code allow for mixed-use of the property, particularly improvements that would encourage occupancy of now-vacant upper floors (subject to zoning regulations):
  - ADA improvements
  - Elevators
  - Fire escapes
  - Floor/wall improvements
  - Sprinkler systems
6. Funds used for adding or upgrading equipment to increase revenue.  
(Typical examples might include addition of new 4-color printer at a print service company or an additional oven at a restaurant.)

**Funding Availability:**

Grants may be awarded in an amount up to a maximum of \$5,000 per property. City Council has established a pool of available funds up to \$50,000 available on a first-come, first-serve basis for qualified improvement projects.

Applications must be submitted to request reservation of grant funds. The application must be received within sixty (60) days of the impact from the City construction project. If the grant reservation is approved, the physical work on the recipient's project must begin within ninety (90) days or finish within six months will result in the loss of the reservation of funds. However, for extenuating circumstances, extensions beyond the defined period may be granted by the Capital Grant Review Committee.

I agree to abide by the policies listed above. I hereby request consideration for a reservation of funds for the following business and use:

Business

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

City construction project impacting business: \_\_\_\_\_

Describe the negative impact to the business:

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Funds Requested: \$\_\_\_\_\_ (attach estimates)

All applications will be evaluated by the Capital Grant Review Committee and notification of grant awards or declines will be issued in writing to the applicant. There is no implied guarantee of funds without written confirmation of the grant. This is a competitive grant process. If you have questions, please contact the Office of Economic Development at 455-4490.

Submit completed application to:

Capital Grant Review Committee  
c/o Office of Economic Development  
828 Main Street, 10<sup>th</sup> Floor  
Lynchburg, VA 24504